

1
2
3
4
5
6
7
8
9 IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
10 IN AND FOR THE COUNTY OF YUMA
11

12 IN THE MATTER OF:)

13 SELECTION OF SPECIAL)
14 JUDICIAL OFFICERS)


Administrative Order
No. 97-20

15
16 Pursuant to the administrative orders issued by the Supreme Court of Arizona
17 and this Court, and it appearing that the selection procedures for part time judges pro
18 tempore have been met.

19 IT IS ORDERED that Linda Kosmata is appointed Judge Pro Tempore
20 effective July 1, 1997 through December 31, 1997.
21

22 IT IS FURTHER ORDERED that she shall serve at no additional
23 compensation except as authorized by the council or board which may exercise
24 authority over salaries.
25

26 Done in Open Court, June 30, 1997.

27 
28 Judge Tom Cole
Associate Presiding Judge

IN THE SUPREME COURT OF THE STATE OF ARIZONA

FILED

APR - 9 1993

NOT A DESSANT
CLERK OF THE COURT
BY *llh*

IN THE MATTER OF SELECTION
OF SPECIAL JUDICIAL OFFICERS

)
) ADMINISTRATIVE ORDER
) NO. 93-17
)

In accordance with the administrative authority vested in the Supreme Court and the Chief Justice by Article VI, Section 3 of the Arizona Constitution,

IT IS ORDERED that the following standards shall govern the selection of all special judicial officers including judges pro tempore, commissioners, hearing officers and juvenile court referees appointed by the chief justice or by any judge or on the recommendation of any judge and that judges responsible for appointing or recommending appointment of special judicial officers shall establish written selection procedures consistent with this order and shall file these procedures with the Clerk of the Supreme Court by August 1, 1993. The procedures for city courts established pursuant to this order shall be consistent with existing provisions of city charters and ordinances.

Purpose and Qualifications

This order is intended to result in selection of special judicial officers, through an open process, who are highly competent and highly respected by their peers and clients and who bring a diversity of background and experience to the bench. Those who seek the aid of the courts are entitled to the same quality of justice from the judiciary whether the judicial

officer is a regularly elected or appointed judge or a person temporarily serving as a judge. Persons applying for judicial office shall be required to meet the minimum qualifications required by law and such special qualifications for the position as may be established by the chief judge, the presiding judge or the chief magistrate.

Public Announcement

The procedures adopted pursuant to this order shall provide for public announcement of an opening for any judicial position governed by this order. The announcement shall include, at a minimum, the qualifications for the position, an equal opportunity statement and the identity of the responsible chief judge, presiding judge or chief magistrate. The announcement shall be publicized in such a manner that all attorneys, including minority and women attorneys, and other qualified persons within the jurisdiction of the applicable court would be reasonably expected to become aware of the announcement.

Application

The procedures adopted pursuant to this order shall establish an open application process. Applicants for full-time special judicial office shall be required to complete a written application in which applicants can indicate all aspects of their background, qualifications and experience relevant to the judicial position. Applicants for part-time special judicial

and recommend one or more applicants. The screening process may include review of advisory committee recommendations and comment by other judges of the court on which the appointee will serve.

B. Part-Time Special Judicial Officers

Each chief judge, presiding judge and chief magistrate who uses part-time special judicial officers shall adopt a procedure for selecting one or more persons to serve as part-time special judicial officers. This procedure shall include review by the appointing authority or a designated person or committee of applications or letters of application and any letters of reference submitted. Persons selected to serve as part-time special judicial officers shall be assigned to perform specific judicial duties as needed.

Temporary Appointment

Procedures adopted pursuant to this order shall allow for appointment of judges pro tempore on a temporary full-time basis without following the adopted selection process and shall provide that the selection process shall be followed before a continuing appointment is made.

Education


Each chief judge, presiding judge and chief magistrate shall assure that all special judicial officers governed by this order receive orientation and, for full-time special judicial officers,

ongoing education appropriate to the special judicial officer's duties and comparable to that received by other judges on the same court.

Evaluation

Each chief judge, presiding judge and chief magistrate shall provide for periodic evaluation of full-time special judicial officers governed by this order at least prior to the reappointment of each special judicial officer. Evaluation shall be based upon information from both professional and public participants in the legal process. Any complaints received concerning a part-time special judicial officer shall be considered prior to reappointment.

DATED AND ENTERED this 8th day of April,
1993.


STANLEY G. FELDMAN, CHIEF JUSTICE

93 AUG -3 11 3:49

CLERK OF THE COURT
YUMA, ARIZONA 85364

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YUMA

In the Matter of:

SELECTION OF SPECIAL JUDICIAL
OFFICERS

Administrative Order
No. 93-23

Pursuant to Administrative Order 93-17 of the Arizona Supreme Court dated April 8, 1993 and signed by Chief Justice Stanley G. Feldman,

IT IS ORDERED that the following standards shall govern the selection of all special judicial officers in Yuma County, including judges pro tempore, commissioners, hearing officers, juvenile court referees. All judges responsible for appointing or recommending appointment of special judicial officers shall follow these procedures. The procedures for city courts shall be consistent with existing provisions of city charters and ordinances.

1. Special judicial officers shall be selected through an open and competitive process from candidates who are highly competent and respected by their peers and clients and who bring a diversity of background, experience and skills to the bench.

1 Persons applying for judicial office shall be required to meet the
2 minimum qualifications by law, as well as special qualifications
3 which might be listed in a recruitment notice.

4 2. Any opening for a special judicial officer position will
5 be made public and announced through the following procedures:

6 A. Advertisement, if by publication in a daily
7 newspaper, at least four times during a consecutive 14 day period.
8 If by publication in a weekly newspaper it shall be advertised at
9 least twice. Provision of the position announcement will be
10 provided to the Yuma County Administrative Services Department for
11 routine processing through normal procedures within that
12 department.

13 B. Provision of the position announcement to the Yuma
14 County Bar Association.

15 3. The announcement shall include:

16 A. Qualifications for the position.

17 B. Identification of the appointing authority.

18 C. Salary.

19 D. Physical location(s) of duty post(s).

20 E. Equal Opportunity Employment Statement.

21 F. Special requirements or skills as approved by the
22 Presiding Superior Court Judge.

23 4. Application for special judicial officer positions will
24 include the following:

25 A. An application using the approved county employment
26 application form.

27 B. A resume which describes background, all aspects of
28 personal and professional background, qualifications, experience

1 The Presiding Superior Court Judge will make the ultimate selection
2 and appointment.

3 E. The Selection Committee shall choose no more than
4 eight applicants and shall recommend for appointment no more than
5 three applicants, ranking them 1 through 3 with 1 having the
6 highest ranking.

7 F. The Selection Committee will consist of a minimum
8 of:

9 (1) An attorney who is a member of the Yuma County
10 Bar Association;

11 (2) A member of the public (or a member of the
12 Judicial Advisory Committee;

13 (3) An individual appointed by the Presiding
14 Superior Court Judge.

15 6. Appointment of a special judicial officer will be for a
16 maximum period of 12 months generally coinciding with the July 1
17 fiscal year. Re-appointment will depend on an annual evaluation
18 performed by the judge of the court in which the special judicial
19 officer serves.

20 7. Evaluations will contain the minimum information:

21 A. Term of appointment.

22 B. Date appointment is to expire.

23 C. Information from both professional and public
24 participants in the legal process.

25 D. Recommendation for salary changes, if any.

26 E. Statements by the judge of the court in which the
27 appointee serves, including assessment of job performance, training
28 needs if any and assessment of the appointee's impact on the

1 | judicial process within that court.

2 | 8. Part-time special judicial officers shall be elected
3 | under the same process as full-time appointees. Evaluation and
4 | education requirements shall also be the same.

5 | 9. Temporary appointments of full and part-time special
6 | judicial officers shall be made by the Presiding Judge in a manner
7 | which serves the best interest of the court. Such an appointment
8 | will not exceed 12 months, and any subsequent appointment must be
9 | made in accordance with the requirements of normal appointments of
10 | special judicial officers.

11 | 10. Volunteers or employees of a court who also perform other
12 | duties in addition to special judicial officer responsibilities
13 | will not be subject to the rules herein for full and part-time
14 | appointees. The judge of the court in which the judicial officer
15 | is appointed shall recommend appointment to the Presiding Judge,
16 | based on the unique responsibilities and status of the employee,
17 | the Presiding Judge will determine on a case by case basis these
18 | individuals in which this rule applies.

19 | 11. The judge of the court in which the full or part-time
20 | judicial officer resides shall certify to the Presiding Judge that
21 | each appointee has met the following:

22 | A. New employee orientation at the county and Superior
23 | Court levels as appropriate.

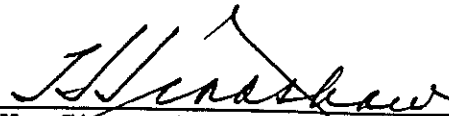
24 | B. COJET requirements.

25 | C. Has had available and received training and
26 | education appropriate to the duties performed and comparable to
27 | that received by the judge or judges of that court.

28 |

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

Done in Open Court July 22, 1993.


H. Stewart Bradshaw
Presiding Judge

ao93-23.p